

WST2

VSDOT's Highways & Local Programs and the WST2 Center present:

Contract Specification Writing

(LAG Manual Chapters 42-46)

April 13, 2005 (#916)

**Best Western Lake Inn, 3000 Marina Drive,
Moses Lake, WA 98837 (509) 765-9211**

May 19, 2005 (#917)

**Tacoma Wastewater Transmission Building
2201 Portland Ave., Tacoma, WA 98421
(253) 591-5588**

September 20, 2005 (#918)

**Best Western Cascadia Inn, 2800 Pacific Avenue,
Everett, WA 98201 (425) 258-4141**

October 5, 2005 (#919)

**WSDOT Kent Maintenance Facility, 26620 68th Avenue S.,
Kent, WA 98031 (253) 372-5681**

November 16, 2005 (#920)

**WSDOT Port Orchard Maintenance Facility,
8293 Spring Creek Rd. S.E., Pt. Orchard, WA 98367
(360) 874-3050**

(The phone numbers shown at the above training facilities should be used in case of emergency to contact a student in the class)

Cost: \$75

Time: 8:00 a.m. to 5:00 p.m.

Class Size: 35

Instructor: Steve Boesel, Retired WSDOT and current consultant specializing in contract specification preparation and review, plan review, and estimate preparation. Over 35 years experience in highway design and construction.

Target Audience

Local agency personnel or consultants involved in the writing, reviewing or enforcing of contract specifications.

Course Description

This class will provide guidance and methods for writing consistently clear, concise, complete and well formatted contract special provisions. It will provide a thought process that can be used when writing or reviewing contract specifications to ensure the greatest possibility for a successful bid and a successful construction project.

Questions? Contact Laurel Gray at (360) 705-7355 or GrayL@wsdot.wa.gov.

Registration

Please register on-line using this link: [On-line Registration Form](#). Fill in your information*, select your class from the list, then press "Submit." You will receive an e-mail notification with driving directions



**Washington State
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to the training site when we process your request. **If you do not receive this e-mail notification within a day or two, you may not be registered and should contact us by phone.**

Please do not prepay, an invoice will be mailed after the class. Confirmation letters are mailed three weeks prior to the class. If you are unable to attend, someone else from your agency may attend in your place. To cancel your registration, or for assistance with registration, e-mail wst2center@wsdot.wa.gov or schmidw@wsdot.wa.gov or phone (360) 705-7386.

* A “unique identifier” for each student is now required when registering on-line. It may contain 3 to 8 alpha and/or numeric characters. You might use the last four digits of your phone number or social security number, a pet’s name, birthdate, etc. but please make it something you will remember. Our computer will match your last name with your identifier to automatically and quickly register you into a class (providing space is available).

(Disability accommodations provided upon request.)

Visit the **Washington State Technology Transfer Center’s Web Page:**
www.wsdot.wa.gov/TA/T2Center/t2hp.htm